

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



March 19, 1999

COUNTY FISCAL LETTER (CFL) NO. 98/99-66

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS  
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM  
(CEC) FOR THE APRIL – JUNE 1999 QUARTER. TIME STUDY  
INSTRUCTIONS

This letter provides time study instructions for the April - June 1999 quarter. The information contained in this letter includes:

<b><u>IN-HOME SUPPORTIVE SERVICES (IHSS) (Social Services)</u></b>	<b>Page 2</b>
<b><u>CalWORKs – State –Only Cal-Learn</u></b>	<b>Page 2</b>
<b><u>CHILD CARE – State-Only Cal-Learn</u></b>	<b>Page 3</b>
<b><u>CHILD CARE – Stage One</u></b>	<b>Page 3</b>

The Program Code Description (PCD) and Support Staff Time Report Instructions (SSTRI) for use during the June 1999 quarter are as follows:

Social Services (SS)	6/99
CalWORKs (CWs)	6/99
Other Public Assistance (OPA)	9/98
Child care (CC)	6/99
Nonwelfare (NW)	9/98
Staff Development (SD)	9/98
Electronic Data Processing (EDP)	9/98

Time study forms for use during the June 1999 quarter are as follows.

DFA 10, Time Study	9/98
DFA 7, Support Staff Time Report	6/99

## **I Social Services**

### **A. IHSS**

The title and PCD for Time Study Code 3300, IHSS (CSBG), is being revised to eliminate the reference to CSBG effective with the June 1999 quarter. This code should be used to report fraud activity for the In-Home Supportive Services Program only.

## **II CalWORKs**

### **STATE-ONLY CAL-LEARN**

The Cal-Learn federal waiver expires on March 31, 1999. The expiration of the federal waiver creates a difference between TANF requirements and state law in the treatment of Cal-Learn teens. Effective April 1, 1999 sanctioned Cal-Learn teen parents and those cases in which the Assistance Unit (AU) contains a sanctioned Cal-Learn teen parent will become ineligible for TANF funds and will become State-only cases.

#### **A. State-Only Cal-Learn – Eligibility**

Effective with the June 1999 quarter, Time Study Code (TSC) 0261, State-Only Cal-Learn – Eligibility, and Support Staff Code (SSC) B41, State-Only Cal-Learn, have been established for capturing time spent performing program administration activities associated with sanctioned Cal-Learn cases and those AUs that contain a sanctioned Cal-Learn teen parent.

Allowable activities for TSC 0261 and SSC B41 include identifying Cal-Learn sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; authorization and processing of sanctions. Also, these codes include time spent determining deferral and exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

Funding: 00/100/00/00 (Federal Welfare/State Welfare/Health/County)

#### **B. State-Only Cal-Learn – Case Management**

Effective with the June 1999 quarter, TSC 0271, State-Only Cal-Learn – Case Management, and SSC B41, State-Only Cal-Learn, have been established for capturing time spent performing case management activities associated with the sanctioned Cal-Learn cases and those AUs that contain a sanctioned Cal-Learn teen parent.

Allowable activities for TSC 0271 and SSC B41 include providing assistance to a teen parent to obtain educational, social and health services; scheduling and

providing orientations to teen parents for the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating the child care plan with the educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustment to improve teen parents' program; and recommending payment of bonuses or imposition of sanctions.

Funding: 00/100/00/00 (Federal Welfare/State Welfare/Health/County)

### **III Child Care**

#### **A. State-Only Cal-Learn Child Care**

Effective with the June 1999 quarter, TSC 8111 and SSC D23, State-Only Cal-Learn Child Care for sanctioned Cal-Learn teen parents, have been established to capture activities related to the provision of child care services for the sanctioned Cal-Learn cases and those AUs that contain a sanctioned Cal-Learn teen parent who are eligible for services.

Allowable activities are the same as Cal-Learn Child Care and may include assessment for child care services, and authorized for related payments.

Funding: 00/100/00/00 (Federal Welfare/State Welfare/Health/County)

#### **B. Stage One Child Care**

Effective with the June 1999 quarter, TSC 4531 and SSC D11, Stage One Child Care, will continue to capture the activities previously charged to this code along with the administration and related activities described below.

Allowable activities for TSC 4531 and SSC D11 include: administration and related costs associated with Alternative Payment Program Provider contract payments; program notifications; benefit computations; over and under payments and adjustments; outreach; and preparing for and providing presentations to community groups and organizations, and verifying hours.

Funding: 100/00/00/00 (Federal Welfare/State Welfare/Health/County)

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

***Original Document Signed By  
GEORGE E. PEACHER, JR., on 3/19/99***

GEORGE E. PEACHER, JR., Chief  
Fiscal Systems and Accounting Branch

c: CWDA